

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 570-1

14 August 2000

**Effective date:** 15 September 2000  
**Manpower and Equipment Control**  
**PERSONNEL STRENGTH FEEDER REPORT**  
**(RCS: MRM-FM-14)**

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FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/  
TERRENCE N. TIERNAN  
Director, Information Management

DISTRIBUTION:  
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**Summary.** This regulation establishes policy and procedures for reporting the civilian personnel end strength in USMEPCOM. It also revises USMEPCOM Form 570-1-R-E (Personnel Strength Feeder Report).

**Applicability.** This regulation applies to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), sector headquarters, and military entrance processing stations (MEPSs).

**Supplementation.** Supplementation of this regulation is prohibited.

**Interim message changes (IMCs).** IMCs to this regulation are not official unless disseminated via the Command Message System from the Command Executive Administrative Support Office, HQ USMEPCOM.

**Management control systems.** This regulation is not subject to the requirements of Army Regulation 11-2.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publication and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MRM-MD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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### Glossary

Glossary-1

#### 1. Purpose

This regulation establishes policy and procedures for reporting the civilian personnel end strength in the United States Military Entrance Processing Command (USMEPCOM).

#### 2. References

References are listed in appendix A.

#### 3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

#### 4. Responsibilities

HQ USMEPCOM directors and sector and MEPS commanders will—

- a. Complete USMEPCOM Form 570-1-R-E (Personnel Strength Feeder Report) by the last working day of each month.
- b. Submit USMEPCOM Form 570-1-R-E to HQ USMEPCOM to arrive within 10 working days following the last working day of the reported month.

#### 5. Completing and submitting USMEPCOM Form 570-1-R-E

- a. Commanders will complete USMEPCOM Form 570-1-R-E electronically (or by typing or printing in black ink).

- b. Commanders will submit USMEPCOM Form 570-1-R-E to the Commander, HQ USMEPCOM, ATTN: MRM-MD, 2834 Green Bay Road, North Chicago, IL 60064-3094, to arrive within 10 working days following the last working day of the reported month.

**Note:** Sector and MEPS commanders may fax USMEPCOM Form 570-1-R-E to HQ USMEPCOM (MRM-MD).

- c. Instructions for completing USMEPCOM Form 570-1-R-E and a sample of a completed form are at appendix B.

**Appendix A**  
**References**

***Section V*** (Form(s) prescribed by this regulation. Users must use the form(s) to comply with this  
***Prescribed Form(s)*** regulation.)

USMEPCOM Form 570-1-R-E<sup>1</sup> (Personnel Strength Feeder Report). Cited in paragraph 4.

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**Note:**

<sup>1</sup>Available on the MEPNET at <https://mepcom.mepnet.army.mil>

**Appendix B****Procedures for the Completion of USMEPCOM Form 570-1-R-E****B-1. SECTION 1 - UNIT DESIGNATION**

**a. Block 1: To:** Enter HQ USMEPCOM Manpower Division (MRM-MD), 2834 Green Bay Road, North Chicago, IL 60064-3094.

**b. Block 2: From:** Enter directorate/special staff office, sector, or MEPS sending the report.

**c. Block 3: Date:** Enter the date the report was prepared.

**B-2. SECTION II - CIVILIAN PERSONNEL END STRENGTH**

**a. Block 4: Category:** Codes for types of civilian employment and the Army Management Structure Code (AMSCO). Categories are as follows:

- (1) GS-FTP: General Schedule (GS), full-time permanent (FTP).
- (2) GS-FTT: General Schedule, full-time temporary (FTT).
- (3) GS-PTP: General Schedule, part-time permanent (PTP).
- (4) GS-PTT: General Schedule, part-time temporary (PTT).
- (5) GS-WAE: General Schedule, when actually employed (WAE).
- (6) WG-FTP: Wage grade, full-time permanent.
- (7) WG-Other: Wage grade, PTP, or FTT.

**b. Blocks 5 through 12 (various titles):** Enter the total actual number of civilian employees on board as of close of business on the last day of each month in the appropriate column (blocks 5 through 12), adding any gains and deducting losses from section II.

**Note:** Users will report part-time employees in the actual end strength and calculate the percentage of workweeks part-time employees are scheduled to work. To determine percentage to be reported for part-time employees, divide the number of hours regularly scheduled for the employee by 40, the number of hours in a workweek. Round off the resulting figure to the nearest one decimal place and enter the figure in the appropriate space on the USMEPCOM Form 570-1-R-E.

**c. Block 13: Total:** Total each column.

**d. Block 14: Other (Specify):** Enter the number of other categories of civilians employed during the reported month (for example, summer hires).

**B-3. SECTION III - MONTHLY RECAP**

**a. Block 15: End strength brought forward:** Enter the end strength from the prior month's report.

**b. Blocks 16, (+) plus gains; and 17, (-) minus losses:** Enter gains and losses, as appropriate, during the month being reported.

**c. Block 18: Total:** Enter the total end strength for the report month. One end strength will be entered for each part-time employee.

**Note:** As an accuracy check, the preceding month's strength, plus reported gains and minus losses for the reported month, must equal the reported month's strength.

#### **B-4. SECTION IV - CIVILIAN GAINS AND LOSSES**

Users will enter information for each civilian gain or loss for the reported month, as explained below. A current employee who changes position or category must be reported as a gain and as a loss on two separate lines.

**a. Block 19: NAME:** Self explanatory.

**b. Block 20: G/L:** Enter "G" or "L" to show whether the person is a gain or loss.

**c. Block 21: DATE:** Enter the date of gain or loss.

**d. Block 22: CATEGORY & GRADE:** Enter the code as GS or WG, and FTP, PTT, PTP, FTT, or WAE (for example, FTP GS-5).

**e. Block 23: POSITION TITLE & SERIES:** Self explanatory.

**f. Block 24, UMAD PARA; and Block 25, UMAD LINE:** Enter the USMEPCOM Authorization Document (UMAD) paragraph and line number of the position. Temporary personnel may be identified with 04/99 as indicated on the Personnel Information Management System (PIMS).

**g. Block 26: AMSCO:** Enter the appropriate AMSCO (for example, 332713.11).

**h. Block 27: REMARKS:** Enter the number of regularly scheduled hours for part-time personnel. Remarks should include the status of temporary employees ("the NTE date or summer hire") or effective dates of extended leave without pay. If additional space is required for reporting personnel in the civilian gain or loss section, continue on the reverse side of USMEPCOM Form 570-1-R-E.

**i. Blocks 28 through 30 (various titles):** Enter the person's name, office assigned, and telephone number/extension.

**j. Block 31: Date report signed:** Self explanatory.

**k. Block 32: Signature of official or designated representative:** The official or designated representative must sign the report.

#### **B-5. Reproduction**

USMEPCOM Form 570-1-R-E may be reproduced locally on 8 1/2- by 11-inch plain white bond paper. Figure B-1 is a completed sample of the form. This form is available in the USMEPCOM electronic forms file on the USMEPCOM Intranet (MEPNET) at <https://mepnet.mepcom.army.mil>.

PERSONNEL STRENGTH FEEDER REPORT								
For use of this form, see USMEPCOM Reg 570-1; RCS: MRM-FM-14								
SECTION I - UNIT DESIGNATION								
1. To: HQ USMEPCOM/MRM-MD 2834 Green Bay Road North Chicago, IL 60064-3094			2. From: Chicago MEPS			3. Date: 31 Aug 00		
SECTION II - CIVILIAN PERSONNEL END STRENGTH								
4. CATEGORY	5. MEDICAL NON HIV 841720.11	6. MEPS DAT/CNP 434789	7. MEPS OPNS NON HIV 332713.11	8. MEPS STUDENT TESTING 332713.23	9. MEPS ASVAB TESTING 332713.21	10. HQ/SECTORS 332713.31	11. ADP MEPS/HQ 332716	12. TOTAL MEPS/HQ
GS-FTP	5	2	10	2	1		1	21
GS-FTT			1					1
GS-PTP								
% workweek worked								
GS-PTT								
% workweek worked								
GS-WAE								
% workweek worked								
WG-FTP								
WG-OTHER (identify) % workweek worked								
13. TOTAL	5	2	11	2	1		1	22
14. Other (specify):								
SECTION III - MONTHLY RECAP								
15. End strength brought forward: 21			16. (+) plus gains: 2		17. (-) less losses: 1		18. Total: 22	
SECTION IV - CIVILIAN GAINS AND LOSSES (complete blocks 19 - 27 for each entry)								
19. NAME	20. G/L	21. DATE	22. CATEGORY & GRADE	23. POSITION TITLE & SERIES	24. UMAD PARA	25. UMAD LINE	26. AMSCO	27. REMARKS
Smith, Suzi	G	15 Aug 00	FTP GS-5	Secretary 344	001	05	332713.11	To replace Bailey
Bailey, Linda	L	16 Aug 00	FTP GS-5	Secretary 344	001	05	332713.11	Resigned
Jones, George	G	28 Aug 00	FTT GS-4	MPC	004	99	332713.11	Temp NTE 120 days
SECTION V - PREPARER INFORMATION AND OFFICIAL AUTHORIZATION								
28. Prepared by: Fred Smith				32. Signature of official or designated representative:  Gerard J. M. T. A. d				
29. Office assigned: HQ's								
30. Telephone number: (847) 803-0111								
31. Date report signed: 31 Aug 00								

USMEPCOM Form 570-1-R-E, 1 Aug 00

Replaces USMEPCOM Form 570-1-R-E, 1 Feb 95, which is obsolete.

Figure B-1. Sample of a completed USMEPCOM Form 570-1-R-E

## **Glossary**

### ***Section I***

#### ***Abbreviations***

##### **AMSCO**

Army Management Structure Code

##### **FTP**

full-time permanent

##### **FTT**

full-time temporary

##### **GS**

General Schedule

##### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

##### **MEPNET**

United States Military Entrance Processing Command Intranet

##### **MEPS**

military entrance processing station

##### **NTE**

not to exceed

##### **PTP**

part-time permanent

##### **PTT**

part-time temporary

##### **UMAD**

USMEPCOM Manning Authorization Document

##### **WAE**

when actually employed

##### **WG**

wage grade

### ***Section II***

#### ***Terms***

##### **Army Management Structure Code (AMSCO)**

Uniform classification for use in programming, budgeting, and accounting. Entries showing civilian and Army personnel on the UMAD are identified to a program element/activity account (for example, 332713.11). AMSCO numbers are available from the USMEPCOM Manning Authorization Document.

**end strength**

The actual on-board number of personnel as of a specific point in time. For purposes of this report, end strength will be determined as of the close of business on the last calendar day of the month. Personnel that are on leave without pay are considered losses until their return.

**part-time personnel**

Can be either permanent or temporary employees who are regularly employed on a scheduled tour of duty of less than 40 hours per workweek.

**summer hires**

General Schedule or wage grade employees with a temporary appointment, full- or part-time. Summer hires will be included in the appropriate temporary category (block 14, USMEPCOM Form 570-1-R-E). Temporary summer hire employees are counted against end strength authorizations (based on availability of funds).

**USMEPCOM Manning Authorization Document (UMAD)**

The official manpower document that provides the manpower requirements and authorizations for a USMEPCOM activity. The AMSCO is provided for each position on the document.